

vendorREGISTRY

Contact us

Log work requests at
www.nd.gov/vr

(701)328-2773

vendorREGISTRY STAFF

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what's new

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EVENTS

PeopleSoft refresher training will be offered in September. Training will be offered by OMB Fiscal Management. The purchasing module will definitely be one of the topics discussed. Be sure to start compiling a list of questions. More details will follow as we are closer to the date.

Database Split

Vendor Registry no longer has access to the University System employees since the database split in March. Any employees of the University System will need to be re-setup in PeopleSoft. If you need one of these employees added, make this request in the same manner in which you request a new vendor, including the proper paperwork.



Access the Work Request System

If you do not yet have access to the Vendor Registry Work Request System and need access, please contact Bev Haman or Renee Walery.

keyLINKS

[Bidder Registration](#) [Vendor Registry](#) [Agency eServices](#)



Which work order request is right for me?

Add Vendor Request	For new vendors, address changes, ACH changes, need help finding a vendor, need a different withholding class on a location, etc. ALL things vendor related.
Add General Request - 1099	For 1099 corrections, general questions regarding whether or not something is reportable, address corrections on 1099 forms, etc.
Add General Request – Purchasing	For problems getting purchase orders or requisitions to budget check or dispatch, problems closing or reopening POs, encumbrance issues, etc. Be sure to enter the PO or Requisition number(s) in the field provided to save time.
Add General Request – Other	This type of request should be used sparingly if you are asking for help from Vendor Registry. We generally work only with the Vendor, 1099, and Purchasing modules of PeopleSoft. This category was created for future use by other OMB divisions.

Returned Work Orders

Editing an existing work order may be required if you receive comments back from Vendor Registry regarding a specific vendor on the work order or that we require additional paperwork. If a work order has been returned to you, it is not necessary to create a new work order or add an additional vendor on an existing work order. You can simply edit the existing work order by clicking on “edit”. Once you are inside the work order you may attach documents or add any additional information as requested by Vendor Registry staff. Should you have any questions, feel free to contact Robyn Helgeson at 328-2773.

